



**DRAFT (v2) Minutes of the MEETING OF SOPLEY PARISH COUNCIL held on
22nd July 2021 at 7.30pm Sopley Parish Hall.**

Covid Restrictions:

- **All Council Members must enter hall one by one.**
- **Face coverings to be worn until seated and to be seated 2m apart from other members.**
- **Council Members to sanitise hands on entry and departure.**
- **Council Members to check in on the NHS Covid 19 OCR app in the entrance.**
- **No paper Agendas or Minutes will be available apart from the Clerk to Chairman Rawstron. To be sent electronically before 22 July 2021.**
- **No refreshments will be available please feel free to bring your own.**
- **The Festival hall doors will be open for ventilation.**

1. Apologies for absence,

Confirmation that the meeting is quorate and declarations of interest in respect of Agenda items.
(Clerk) Apologies received from Cllr Emmel, Cllr Shutler, Cllr Ring and Cllr Thierry.

In attendance: Chairman Rawstron, Cllr Brake, Cllr Ludford, Cllr Allen, Cllr Hacker, Cllr Eccles and 2 parishioners.

2. Minutes

Minutes were agreed from both 28th June 2021 EO meeting and the AGM held on 6 May 2021. **All agreed by Council members and to be published on website. Proposed: Cllr Hacker and seconded by Cllr Allen.**

3. CURRENT ISSUES & FORWARD PLANNING: (All Council Members for discussion/ approval)

Overgrowth on footpath from Smugglers around Island to Woolpack. Stuart Pateman to be asked for quotes. **Action:** Clerk to contact Stuart Pateman for quote and to email all Council members with this information. Proposer Cllr Eccles and Seconded by Cllr Hacker.

St Michaels & All Angels Church requested details for our grounds maintenance providers at Sopley Cemetery for their graveyard. **Action:** Clerk to supply the relevant person with the contact details of our current providers.

Telephone box renovation and proposal to installation of defibrillator. Paint has been purchased and a couple of Parishioners have asked to manage a project to take this to council and progress further. **Action:** Chairman Rawstron to contact the owner of Peppercorns to make them aware of these proposals. The volunteer parishioners concerned to provide a written plan of their proposal to place before council for approval.

Rat infestation on Shirley Common. NFDC had been contacted. **Action:** Clerk agreed to contact Iain.Park@nfdc.gov.uk from Open Spaces urgently (by 23rd July).

Thorney Hill Community Centre request form ongoing grass cutting and maintenance of the outdoor site. Sopley Parish Council had previously provided them a one-off grass cutting service as a goodwill gesture during the Coronavirus Pandemic. **Action:** It was agreed that the Clerk would pass on the contact details of this provider should they wish to continue to engage and self-fund going forward.

Tree Management quote to be reviewed for trees from Moorlands to Woolpack. £1750.00 plus VAT. Sopley Parish Council can reclaim the VAT back. **Action:** The council resolved to accept this quote to achieve the necessary works. Clerk to engage Tree Management.

Derritt Lane – overgrown vegetation preventing pavement access outside private residence.

Action: Cllr Hacker to involve the clerk in correspondence with the landowners. Cllr Hacker and Parish Clerk to each contact Hampshire Highways independently.

4. **PARISH CLERK'S REPORT:** (Clerk Katie Hughes)

Bank Accounts confirmed and reconciled. To be approved by all Council members and signed by Chairman and RFO. Payments to be made to be authorised by all Council Members.

£280 pcm was approved in previous minutes as an ongoing payment to Outdoor Designs for Cemetery Maintenance. Agreement by all Council members was confirmed.

5. **Financial Governance**

Update from Cllr Hacker regarding SPC Financial ongoing Accounts.

Still working on a "live" budget the report will contain S137 and also the Lengthsman scheme.

Action: Clerk to get clarification on S137 spending. Cllr Hacker and Clerk to meet and progress.

Cllr Brake and Cllr Eccles gave an update on training they have received mainly received in their Financial Training taken in the last couple of months through HALC.

Financials should be as live and "real time" as possible.

Authorisation should be made by up to two additional "signatories" when an electronic online payment takes place.

6. **Correspondence received:**

Cllr Thierry (HCC) has granted £1000 to SPC for the purpose of Community wellbeing.

7. **See 5**

8. **PLANNING**

General update current planning applications ongoing.

An appeal had been raised for the planning application at Hillview, Ringwood Road Sopley but had been refused by NFDC.

No further applications were outstanding.

9. **Heatherstone Grange:**

Purchase of equipment for recreation area (NB: this area is land which is owned by NFDC)

Swing £2,657.42

Confirmation that Swing was to be purchased. NFDC to place the order direct with the company and the Shirley Allotment ALP fund would be used to pay NFDC. It was confirmed by Cllr Hacker that NFDC will fund all ongoing maintenance and insurance. **All Council members agreed that this would be paid for out of the Allotment for the Labouring Poor Fund (Shirley Allotments). VAT to be confirmed by Cllr Hacker.**

Benches/Picnic tables - £1,300.00

Two plastic benches and picnic tables had been selected by the Heatherstone Grange Residents' Association, for purchase. The Residents' Association requested that these to be funded by SPC. The Residents' Association and NFDC are in negotiations to agree the exact siting of these with the District Council (owing to these items being sited on NFDC owned land).

Cllr Hacker confirmed that NFDC have declined to maintain and insure these going forward, so it was suggested these might form part of SPC's asset register. Cllr Eccles agreed to give the Clerk

a list of benches in the Parish currently so they can be checked on the Asset register and report at next meeting. **Action Cllr Eccles and Clerk.** Cllr Brake showed concern in agreeing the funding and making a purchase from SPC funds without the necessary bench licences having been secured first with NFDC.

SPC agreed the funding in principle until the necessary bench licences had been granted by NFDC.

SPC agree the proposal for the funding of bench and patio benches on the proviso that bench licences are granted. All Council members.

High Vis Vests - £36.15 – Purchased by Cllr Hacker and branded for the use of Heatherstone Grange volunteers. Should there be further need of high vis vests, Cllr Eccles confirmed that SPC currently have a selection; unbranded and in various sizes available, which are often used during the annual litter pick and are available for use by any community group. **The repayment of the new vests was put to a vote and approved by a majority of councillors.**

10. Shirley Allotments update. (JEc/ JEm).

To propose to add agenda topic of Allotments to ensure visibility and governance going forward. **Action:** Council Members to Elect a Councillor to take responsibility for bi-monthly reporting.

Cllr Eccles and Cllr Emmel to meet with Lord Manners to discuss the ongoing rent for Shirley Allotments. This will be brought back to full council for appraisal. **All Council members agreed.**

Action: Clerk to provide confirmation of payment of historical invoices sent to Manners Estate from 2016 to date.

Action: Clerk to resend £600 of copies of invoices for payment 2018/19 and 2020.

11. BURIAL BOARD REPORT. (Clerk and Cllr Brake)

Burial of the late Mrs Ann Miller 15th July 2021.
Interment of ashes for Arthur Westmacott, 3rd September 2021.
Interment of ashes for Margaret Vail, 1st September 2021.

Clerk would like to wish for approval for monthly payments to be made for contract with Outdoor Designs so when invoice received we don't have to wait for approval at next Council meeting. So a rolling contract and payments made within 30 days. **All Council members agreed as per 4)**
Clerk's report

Quote received from Mike Blatchford (Lodge Building Works) for ongoing repairs to Cemetery gates and the falling pillar at a cost of £885.00. **(All Council Members agreed to accept the quote and commence repair) Proposer: Cllr Brake and seconded Cllr Allen.**

Action: Clerk to engage Mike Blatchford and copy Cllr Brake in correspondence.

Postponing of hedge cutting until the Autumn for the hedge at the back of the new consecrated ground at the back of the cemetery. Proposed works from 6th September 2021 or later.

Action: Cllr Brake to contact Outdoor Designs and arrange a date during autumn, copying the clerk in correspondence.

12. PARISH HALL COMMITTEE REPORT (Cllr. Eccles)

Cllr Eccles has emailed and contacted the current Chairman of the hall regarding an ongoing report and legionella risk management. There should be a responsible officer in charge.

13. PARISH FOOTPATHS & RIGHTS OF WAY ISSUES: (Cllr. Shutler)

The council wished to acknowledge the good works by parishioners in helping to clear part of the Avon Valley footpath. Thanks were extended to all those involved.

14. HIGHWAYS & TRAFFIC MANAGEMENT ISSUES: (Cllrs. Rawstron/Shutler)
Ongoing.

15. PUBLIC PARTICIPATION:

It was noted that this section had erroneously been omitted at the usual place in the agenda

Action: Clerk to note and investigate the following:

- Speeding sign on Derritt Lane is missing on Owls Barn side just past the farm.
- Obtaining a SID for the stretch of road from Braggers crossroads going North to Bennetts Lane
- When ditch work is done can they do the gullies.
- Queens platinum celebrations and community plans
- Amendment on the website to ensure the provision of the current meeting agenda

It was also confirmed that a recent request for photographs from parishioners of the flooding on Derritt Lane (to provide information for the Wyatt Homes development and Heatherstone Grange) had been enthusiastically provided.

Date of next full council meeting Thursday 23rd September 2021.

Meeting closed 9.46pm.